

# 1 Meeting Opened

Meeting via skype

Present

- Doug Burbidge (Treasurer)
- Jack Bridges (chair)
- Jess Bridges
- Laura Hodge
- Anna Hepworth (administrator)
- Margaret Watts
- Samara Morgan
- Fern Clarke

Apologies

- Stephen McGlone

Meeting opened 6:08pm.

Minutes from previous meeting (2021-01-30)

- Doug has added the missing balances
- money raised for Amanda was incorrect; should be \$590
- Accept the minutes: moved Laura, seconded Jess.

## 2 Matters arising from past minutes

- Online bylaws were edited prior to the WASFF website going down, so it is possible that is still done. Quorum changes have definitely been made, *Doug will check that the other ones have been made.*
- Stephen is still not on the mailing list; Doug needs to talk to a human at microsoft to solve the problem because the system doesn't match the help files.
- Doug has followed up about signatories on the account; this is correct - they have processed the submitted forms and the right people are on the accounts
- We need to expedite getting money to Amanda; *Jack will follow up*
- Approved minutes have not been published because when Anna remembered it needed doing the website was down *Anna and Doug to follow up in case either the process or the credentials have changed*
- Doug has not followed up with stripe; *Doug will try the 'contact us' button to sort out what is going on with Stripe*
- Treasury group were to meet in February - done. Sunday 14th Feb. Revised budget, sent a link to the revised budget to the concom and CSC (but not to the board) -

made the conservative budget even more conservative. Revised Swancon 2021 budget is here:

[https://docs.google.com/spreadsheets/d/11LxgsppN-Mu-ov3rJQQk8J1hhCAaIPLhFJ4K\\_ds69wA/edit](https://docs.google.com/spreadsheets/d/11LxgsppN-Mu-ov3rJQQk8J1hhCAaIPLhFJ4K_ds69wA/edit)

- Doug was to follow up with Rohan about the address for the business name registration - this was from a larger bullet point that Rohan had received mail on this, offered to pay for us, and then it turned out to be overdue. Doug paid, contacted Rohan to not. Couldn't find anything about changing the registered address. Further, looking up our ABN, the Australian Business Register doesn't appear to have us listed. Have followed up with Rohan and Jack; this is in limbo. *Doug to continue with hoping to get this sorted.*
- Laura had two items - grant applications submitted, trophies in progress -- see appropriate report. Round of applause for Laura for having achieved grant applications.

### 3 Correspondence

- Jack has received correspondence on Tin Ducks, this has been passed on to Samara
- *Anna to check emails for other correspondence and add here.*

### 4 Chair's Report

- Mostly been doing small things for the concom; have not done anything as WASFF chair other than supporting the concom in their run up to the convention

### 5 Administrator's Report

- Minutes have not gone up on the webpage because it was down - thanks to Doug for the sterling effort in getting the webpages back up and running, and reuploading many many minutes. Doug: there were WASFF minutes going back to about 2008 and I restored all of those. There were some concom minutes from about 2005-2009 and I restored none of those because they are a tiny subset to be available; as we have them in our archive that seems enough.

### 6 Treasury report

- Bank balances
  - Primary account \$9,368.10
  - Interest account \$11,111.16
- In Xero we have had money come in from Stripe, which means that people have bought memberships on the SwanCon website which gets automatically paid in to

the bank account. At this point they have not been reconciled. Amount transferred is \$1949, which is presumably membership sales. (26 March)

- Going back there is another \$784 from Stripe which has not yet been reconciled (26 February) (note that this was the first set of website sales since Doug took over treasury)

## 7 CSC Chair Report

- With regards to cons other than 2021, there has been minimal conversation other than issues with pandemics, and the ideas of going to Easter with a shorter convention. This is still very much under consideration. Although if we lose money this year we may have to revisit
- If Covid causes us to cancel, the Duxton has given a verbal agreement to roll the booking forward. We don't currently have a concom to run that convention. At this point we don't think having it in writing is essential, because it would count as Force Majeure.
- WRT 2021
  - venue tour - thanks to Rob and Leece for photos
  - selling memberships this is good
  - day ticket prices probably be released on 2nd april; suggestions to release on the 1st considered unwise. prices are \$80/\$60 for full/concession
  - if covid regulations come to a numbers cap then we will have a first in best dressed. Some discussion - first in the door on the day means that people will be in transit; first tickets purchased means people who were less sure about travel get inconvenienced, as do those who had to save. The option of allowing people to withdraw to see whether that gets us below numbers should be considered; a lottery type selection was offered.
  - Capping numbers on the con, assume we don't have to cap numbers on rooms
  - Grant applications are in, but Laura is not feeling optimistic. The likely date that we will find out is the day before the con. This will not commit us to other activities, because these are more 'meet our funding shortfalls' issues. We will need to provide a 'yes we ran the convention' documentation. Historically, photos of the things that we said were going to happen is enough to verify this, and allows for future grant applications
  - Invited guest (Cassie Lynch) has had to drop out; don't yet have the travel plans for the interstate guest confirmed.
  - programming is on track, but as ever at this point in time we could use more panellists
  - planning a hybrid convention; streaming from both panel rooms. Have most of the relevant tech, need a computer and speakers and sorting out bandwidth. First tech rehearsal went okay.
  - Rob and Leece are running the gaming room.
  - Tin duck ballots have been done (Thanks Samara!)

- Getting a good response on marketing - people are picking up the flyers, who don't look like previous con-goers.
- Sarah is doing a lot of work on marketing. If it is possible for these approaches to turn into membership sales, then this is the year that it is going to work.
- We have a fan guest of honour - Steveg! They are on several programme items, and John has had to restrict the number of such.
- Some traders tables are happening. Cathy was not at the meeting today so we don't have up to date information.
- Margaret is keeping an eye on the situation in QLD. Not sure if we need to provide hand sanitiser or if the venue will
- Not expecting many young children this year, so the family room is running at a much lower level than usual.
- Everything that could be under control is; the majority of out of control options are covid related.

## 8 Motions on notice

- None for this meeting

## 9 General Business

- Doug -
  - Sarah has done a deal with an advertiser, such that we get advertising half price and they get a free membership; discussion about the documenting this in the reporting. The membership can go against the budget line item for free memberships. Jack: We did this for 2018, and while we got the discount advertising, the person who was going to get the day membership for them (and their kids) wasn't able to come. Doug - I'm not seeing that in the budget; Jack/Laura - this might have been dropped to get the budget to balance. Laura - because these are free, they might not be listed as line items, and there may just have been the decision to allow for them.
  - query: how many hotel room nights are we giving people for a three day convention? Minimum is 2 (nights during the con), budget specifies 4 to be sure that we aren't overdoing things. Discussion concluded that because the first day is a full day, it makes sense that we cover the night before so that the guest is ready to roll.
- Motions on notice: Consider for the next board meeting: some years ago we had a motion that allowed for budget variation that the concom could do without having to pass it to the board. We should look at converting this to a bylaw, so that it is easier to find. *Doug is going to find the details of this.*
- Motions on notice for the AGM
  - will we need to amend anything in the event that we do not have a con next year? Margaret - this is a matter of urgency for the community, because we

are at risk of losing the convention. We need a future of swancon panel, because we are running out of people willing to run the cons. And thus the con will just die. *We need a panel before the AGM with a description that says 'We need people to volunteer' which might be a way to get a concom application for next year. Current panel volunteers are Bryn Hepworth, Laura Hodge, and moderator Margaret Watts with Fern Clarke as the back up moderator.*

- Tech report: nothing reported at the last meeting: couple of exciting tech issues
  - letsEncrypt - which makes the webpages work as https - this was set to expire. They sent an email 6 months ago (to the tech list) which did not make it clear as to how this applied. Everybody ignored it. They sent another email much more recently saying that everything was going to expire in 1-2 weeks. At that point it was established that it was important and it wasn't anyone else's responsibility so it must be mine. Jack got included in the conversation, as did John Parker; we didn't work it out. Brian Johnson set it up, and they fixed it so that the certificate gets automatically renewed. Some of the old websites (eg archive for 2017 convention) have expired certificates, so that going to the https site gets a warning. On Doug's to-do list now that Brian has provided documentation, is to dig in and sort this out. *Doug to sort out letsEncrypt*
  - our WASFF web page (WASFF.sf.org.au) vanished. This has to do with the hosting of the site - Jeremy Byrne provides the hosting, but that is provided to them from HostGator and ace-host.net. Jeremy was migrating from one to the other and something went wrong, causing there to be no website host. Website is run under drupal, and Jeremy still had access to the drupal database; set up a new cpanel to host a new version of the wasff web page. Doug/Jeremy liaised so that Doug has created a new drupal instance and migrated. It didn't pick up the hosted files, so that has been manually recreated (see above).  
So we now have a wasff website. Looks and feels a bit different because on drupal 7 not drupal 5. Still does the key stuff. one lost item is the contact page which used to have a form - the back end code didn't actually migrate. Still has the contact email address so that we can still be contacted via that as long as people have an email client.
- For the AGM we have 3 positions up for election. Margaret and Jess were elected at 2018's AGM so their terms are up. The other person from that was Andrea, whose position is one of the causal vacancies, this is Stephen's position. AGM notice needs to be 14 days before, which would be the 11th April at the absolute latest; ideally we would send it before that. (AGM is 4pm Sunday 25th)  
*We need to send out an AGM notification - need to ask the WASFF list for motions on notice. Jack to follow up on this*
- Next meeting will be immediately after the finish of the AGM so we don't need to schedule.

Meeting closed: 19:41

## **Actions Arising**

*emailed after the meeting*